



King County

**LOSS CONTROL MANAGER
(PROJECT/PROGRAM MANAGER IV)
DEPARTMENT OF EXECUTIVE SERVICES
OFFICE OF RISK MANAGEMENT
Annual Salary Range \$65,287 - \$82,754
Job Announcement No.: 03ES3150
OPEN: 2/03/03 CLOSE: 2/14/03**

WHO MAY APPLY: This position is open concurrently to King County internal candidates and the general public. First consideration will be given to King County internal candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to Jennifer Nelson, Office of Risk Management, Bank of California Building, 900 4th Avenue, Suite 855, Seattle, WA 98164 by 4:30 p.m. on the closing date. **(Postmarks are NOT ACCEPTED.)**

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 900 4th Avenue, Suite 855, Seattle, WA

WORK SCHEDULE: Monday through Friday, 8:00 a.m. - 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: The Loss Control Manager will be responsible for the coordination of all proactive loss control efforts. Most of the County's current liability claim exposures arise from the program activities of Transit, Roads, Adult and Juvenile Detention, the Sheriff's Office, Department of Natural Resources, and Public Health. The Loss Control Manager will, with agency management and risk management staff, identify annual loss prevention issues and work projects in each major agency, assist agencies in developing annual loss control plans, and help secure and coordinate the resources to carry out the most critical loss prevention/control priorities.

- Analyze county losses and program exposures and prepare annual loss control program recommendations.
- Oversee the development of agency loss reports and loss control briefings and present materials to County Department Directors and Division Management.
- Manage Risk Management staff and loss control contingency resources to support County-wide and agency specific projects.
- Develop agenda and coordinate semiannual County-wide meetings with agency risk management personnel to address major evolving issues, claim trends and strategic planning.
- Coordinate with Safety and Claims Management on Safety program efforts that affect liability loss exposures.
- Develop and implement a formal policy for Risk Management review of new and major alterations to existing County programs to assess risk exposures and mitigate potential loss exposures. Coordinate office risk assessment/mitigation review of new or modified programs.
- Personally support each year two to three major county-wide or agency specific loss control projects.
- Develop and manage County-wide loss control training and education materials for County agencies.
- Prepare and participate in briefings of Council and Senior County management on proactive loss control program activities.

QUALIFICATIONS: A bachelor's degree in business administration, public administration or other related field, plus three years of increasingly responsible work experience performing analytical loss prevention and loss control work. Must have an Associate in Risk Management (ARM), knowledge of the principles and techniques of public administration and organizational and management practices, financial management and budgeting, and processes involved in planning, implementing, and evaluating risk management programs and services. Must have good communication skills, and be able to work tactfully and courteously with officials, public, community groups. Any equivalent combination of education and experience may be substituted.

CLASS CODE: 8245

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs.html> Website Address (206)-296-8535 TTY